

For DIS/PRD use only:

# ACQUISITION APPROVAL REQUEST

*For Information Technology Resources*

Department of Information Services  
Policy and Regulation Division  
360/902-3557 MS: 42440

1	Agency: _____ Division: _____ Contact: _____ Phone No.: _____	
2	Description of Resources:	Resource to be Acquired:  Type of Resource: Equipment Software Purchased Services Telecommunications: Voice Data Video
3	Acquisition Method(s): Check All That Apply	Request for Quotation (RFQ) Request for Quotation and Qualification Private Sector Strategic Partnership Academic Strategic Partnership Sole Source  Request for Proposal (RFP) Master Agreement Inter-Agency Transfer Interlocal Coop. Purchasing Agency # _____ Contract # _____
4	Post-Implementation Review Date (if required):	
5	Acquisition Cost (see definitions on back):	\$ _____
	System Lifecycle Cost (see definitions on back):	\$ _____
6	Agency Approval (Signature):	Date:
7	DIS Approval (Signature):	Date:
8	(FOR DIS USE ONLY) Comments:	

# INSTRUCTIONS

## *Acquisition Approval Request For Information Technology Resources*

<b>Block 1</b>	
Agency:	Use agency name.
Division:	Agency division designation for area where request originated. If request is for items in more than one division, indicate that it is a multi-divisional request.
Contact:	Name and title of person who could answer questions about the request.
Phone No.:	Phone number of contact person.
<b>Block 2</b>	
Description of Resources:	Provide a brief statement about what the agency wishes to acquire.
Type of Resources:	Check all appropriate box(es).
Telecommunications:	If telecommunications components are part of the acquisition request, check all appropriate box(es).
<b>Block 3</b>	
Acquisition Method(s):	Check the appropriate box. Refer to the DIS <u>Information Technology Policy Manual</u> under "Acquisition Methods" for further explanation of acquisition methods.
<b>Block 4</b>	
Post-Implementation Review Date:	If requested by the approving authority (i.e., DIS/PRD or the ISB) the expected completion date of the Post-Implementation Review (PIR).
<b>Block 5</b>	
Acquisition Cost:	The initial purchase cost and/or first year lease or finance cost of the IT resource being acquired, including all hardware, software, networking and telecommunications equipment, installation, maintenance, training, or purchased services.
System Lifecycle Cost:	The acquisition cost of the new resource plus other costs for development, financing (including lease), maintenance, training, and operations over the expected life of the acquired resource or five years, whichever is less.
<b>Block 6</b>	
Agency Approval:	The agency's appointed designee for approving acquisitions of information technology resources should sign here.
<b>Block 7</b>	
DIS Approval:	Signature of appropriate DIS approval authority.
<b>Block 8</b>	
Comments:	May be used by DIS only.